



Sr. Account Specialist

Job Code: 0510

Originated: 11/2001

Salary Grade: 2134

FLSA: Non-Exempt

Revised: 2/16/06

EEO Code: 25

Supervisory: No

HR Ordinance Status: Classified

CLASS SUMMARY

The fundamental reason the Senior Account Specialist exists is to perform a wide variety of technical and responsible accounting work for one or more City programs.

DISTINGUISHING CHARACTERISTICS

Work is performed under general supervision by a department manager. The Sr. Account Specialist is distinguished from the Account Specialist by performing more responsible and technical accounting work. This classification is not supervisory.

ESSENTIAL FUNCTIONS

Performs duties and responsibilities commensurate with assigned functional area within a department(s) which may include, but are not limited to, any combination of the following tasks:

- Operates a PC or terminal or cash register and a variety of standard office machines, copy machine, phones and related equipment.
- Records and monitors receipt of all monies received by the City; prepares reconciliation; assists with preparation of City's annual budget and financial statement; records and monitors the City's fixed assets; prepares applicable worker's compensation claims; reports; processes authorized payments to vendors.
- Answers written and oral requests for routine information, responds to complaints and requests for information related to assigned area(s) of responsibility.
- Seeks out innovative ways to streamline and improve paper flow processes.
- Supports other staff members and is a team player by helping out other personnel with their job duties.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities

Knowledge of:

Municipal Accounting.

Computerized accounting principles and practices and municipal budget methods and procedures.

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Ability to:

Be a team player, working effectively with City staff and citizens.

Work effectively with all on-line systems and computerized reports.

Make relatively complex arithmetic computations and prepare statistical summaries.

Be proficient in using a personal computer, a variety of computer software, and other equipment essential to performing daily activities.

Operate a variety of standard office equipment including a cash register, computer terminal, telephone, calculator, copy and fax machine to prepare statistical reports, letters, memos and other similar documents.

Establish and maintain effective working relationships with City employees at all levels.

Communicate effectively (verbally and in writing) with all levels of City staff and the public.

Education and Experience

Any combination of education and experience equivalent to two years responsible experience as an Account Clerk or similar capacity or equivalent college course work in accounting.

Licensing and Other Requirements

None.

SUPERVISION RECEIVED AND EXERCISED

Works under general supervision of the manager according to established work routine.

WORK ENVIRONMENT/PHYSICAL DEMANDS

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job or that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in a normal city office environment.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.